

STATE OF NEW JERSEY



COUNTY ADJUSTER

C260000-999

Bureau of Archives and History
Records Management Section

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

1. AGENCY NO. 0260000	2. DEPARTMENT County Adjuster	3. DIVISION	4. BUREAU, OFFICE, ETC.
5. AGENCY REPRESENTATIVE Frank Moore		6. TITLE President, NJ State Assn. of County Adjusters	7. TELEPHONE NO. 201-745-3946

8. SCHEDULE APPROVAL

THE RECORDS COVERED BY THIS SCHEDULE, UPON EXPIRATION OF THE RETENTION PERIODS, SHALL BE DEEMED TO HAVE NO CONTINUING VALUE TO THE STATE OF NEW JERSEY AND WILL BE DISPOSED OF AS INDICATED IN ACCORDANCE WITH THE LAW AND REGULATIONS OF THE STATE RECORDS COMMITTEE. THIS SCHEDULE SHALL BECOME EFFECTIVE ON THE DATE APPROVED BY THE STATE RECORDS COMMITTEE.

9. SIGNATURE OF AGENCY REPRESENTATIVE <i>Frank Moore</i> , President	DATE 4/29/83	10. SIGNATURE OF SECRETARY, STATE RECORDS COMMITTEE <i>William C. Wright</i>	DATE APPROV'D 5/25/83
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11. ITEM NO.	12. NJ State Assn of County Adjusters RECORD TITLE AND DESCRIPTION	13. AUD (X)	14. RETAIN IN		15. DISPOSITION (DESTROY/ARCHIVES)
			AGENCY	RECORDS CTR.	
1-00.	Bank Statements	X	6 yrs.		Destroy
2-00.	Cancelled Checks	X	6 yrs.		Destroy
3-00.	Deposit Slips	X	6 yrs.		Destroy
4-00.	Monthly Reports to Treasurer	X	6 yrs.		Destroy
5-00.	Ledgers (showing a list of all checks issued)	X	Permanent		Permanent
6-00.	Cash Books	X	6 yrs.		Destroy
7-00.	County Billing Print Outs	X	6 yrs.		Destroy
8-00.	Monthly Reconciliation of Bank Statements	X	6 yrs.		Destroy
9-00.	Notices and Correspondence from Courts, State Officials, and Agencies		6 yrs.		Destroy
10-00.	Budget and Appropriation Requests	X	6 yrs.		Destroy
11-00.	Office Supplies and Printing Requests	X	6 yrs.		Destroy

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REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

1. AGENCY NO.	2. DEPARTMENT County Adjuster Office	3. DIVISION	4. BUREAU, OFFICE, ETC.		
11. ITEM NO.	12. RECORD TITLE AND DESCRIPTION	13. AUD (X)	14. RETAIN IN		15. DISPOSITION (DESTROY/ARCHIVES)
			AGENCY	RECORDS CENTER	
12-00.	Personnel Records		6 yrs. after person leaves employment		Destroy
13-00.	Case Records - Inactive and Dead		6 yrs.		Destroy
14-00.	Request and authorization for Records Disposal (ED-6) forms		Permanent		
15-00.	Records Retention Schedule		As Updated		Destroy
	<u>Uniform Reciprocal Enforcement Support Act Cases</u>				
16-00.	Master Cardex Files		Permanent		Permanent
17-00.	Index Cards		5 yrs. from date case is closed		Destroy
18-00.	Case Files		5 yrs. from date case is closed		Destroy
19-00.	Ledger-Record of Cases Received		Permanent		Permanent
20-00.	Consent for Mental Health Records Search		3 yrs.		Destroy
21-00.	Institutions and agencies, commitments other than in criminal or lunacy cases, reports, and other papers relating to institutions and agencies.		After 30 yrs.		Destroy